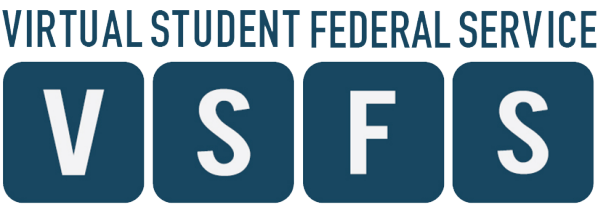


Create, analyze, and document processes for a dynamic team at the Indian Health Service



Project Title	Create, analyze, and document processes for a dynamic team at the Indian Health Service
Project Summary	Interested in using written communication, analytical, and graphic skills to proof read and document complicated processes? In this position, you will draft, review, and document processes used by the Division of Regulatory Affairs to ensure Agency compliance with Federal regulations.
Country	United States

Project Description

Working closely the Indian Health Service Division of Regulatory Affairs (DRA) staff, you’ll use your analytical skills to help create, research, examine, and/or document multiple processes and documents that will be used by DRA analysts in their work to ensure that the Agency complies with Federal regulations and internal procedures. Your tasks will range from editing Federal Register Notices, researching and collecting surveys for information collections, to drafting and reviewing Breach Reponses flowcharts, checklists, using software, such as Word, Excel, Access, and PowerPoint to illustrate processes, and develop guides for employees to use in their everyday work.

Required Skills or Interests

Skill(s)
Data analysis
Data visualization
Editing and proofreading
Graphic design
Research
Website design
Writing

Additional Information

The Division of Regulatory Affairs (DRA) is located in the Office of Management Support at IHS Headquarters. The DRA has responsibility for legal issues and questions affecting policy, and regulatory matters as they affect implementation, management and administration of IHS programs. DRA also has responsibility for Freedom of Information Act (FOIA) functions, Privacy Act guidance, and Office of Management and Budget (OMB) Reports Clearance process.

The Regulations and Records Access Team manages the IHS' regulations program by determining the need for and developing plans for changes in regulations. The Team also manages clearance of Federal Register documents and coordination with the Office of Federal Register. Other responsibilities include:

- Serving as the IHS liaison with the Office of the Federal Register on matters relating to the submission and clearance of documents for publication in the Federal Register;
- assuring proper agency clearance and processing of Federal Register documents;
- informing management and program officials of regulatory activities of other Federal agencies;
- managing the IHS review of non-IHS regulatory documents that impact the delivery of health services to Indians.

<https://www.ihs.gov/>

<https://www.ihs.gov/DRA/>

Language Requirements

None